



BBQ Station
55 St Mary's Butts
Reading
RG1 2LG

Emma Gee
Director of Environment and
Neighbourhood Services

Civic Offices, Bridge St, Reading, RG1
2LU
☎ 0118 937 3787

Our Ref: PR202511-1174092

e-mail: Ben.williams@reading.gov.uk

Date: 7th November 2025

Your contact is: Ben Williams, Licensing - Public Protection

Dear BBQ Station,

Licensing Act 2003

Premises Name: BBQ Station

Premises Address: 55 St Mary's Butts, Reading, RG1 2LG

On **6th November 2025**, I visited your premises with my colleagues Mike Harding also of Reading Borough Council and Declan Smyth from Thames Valley Police to ensure you are complying with the above premises licence and to advise on any matters that may arise during the inspection.

During the inspection, I found the following:

Advisory's

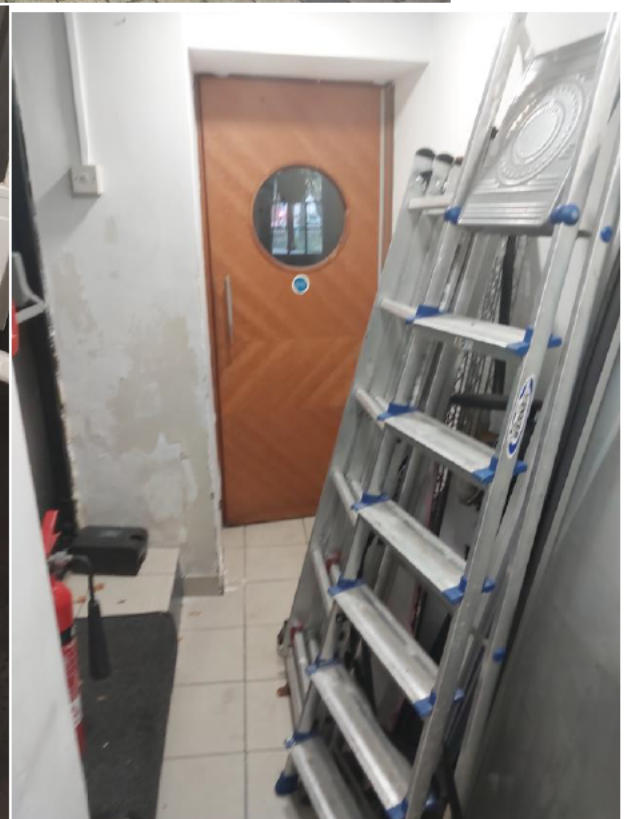
- Your authorisation list did not include all staff authorized to sell alcohol. Please update this.

Other

- Officers have witnessed a male sat in the front of the premises within the semi-enclosed space using a Shisha Pipe, this was raised with the DPS who explained it was his business partner who had been doing this and explained they had been treating this space as a smoking area. Officers explained that this area was partially enclosed and by using that space for this that they may be in breach of the Health Act 2006, We recommend that you contact the Environmental Health team for more guidance.
- Whilst carrying out our inspection we found a number of concerning fire hazards. These were:
 1. Fire exit blocked by empty/out of date fire extinguishers
 2. Route to fire exit blocked by stacked ladders
 3. A number of empty/expired fire extinguishers scattered throughout the premises.
 4. When asked to see your Fire Risk Assessment you were unable to produce it and could only show a blank template.
 5. We also had concerns about the rear courtyard that the fire exit leads into as once you enter this area you are required to press a button on the opposite side of this space to

release the exit and once the gate closes again it requires you to push the button again.

Whilst we are not from the fire service these discoveries raise serious concerns and we recommend you take action to rectify and issues.



Mandatory conditions:

- Part B of your licence was not correctly displayed (only pages 1 & 2). Please rectify this.
- You were unable to show a copy of Part A of your licence. Please rectify this.

Conditions agreed with licensing:

- Condition 1 on page 7 of your licence states “The premises licence holder shall ensure the premises’ digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for tables and chairs and/or a designated smoking area. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request subject to the provisions of the Data Protection Act and GDPR legislation. Recorded images shall be of such quality as to be able to identify the recorded person in any light. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.” **The CCTV only had 12 days of recordings backed up and had no coverage of the rear fire exit, please rectify this issue.**
- Condition 3 on page 7 of your licence states “All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose. The register shall include, but no be limited to:
 - (i) all crimes reported to the venue
 - (ii) all ejections of patrons
 - (iii) any complaints received concerning crime and disorder
 - (iv) any incidents of disorder
 - (v) all seizures of drugs or offensive weapons
 - (vi) any faults in the CCTV system, searching equipment or scanning equipment
 - (vii) any visit by a relevant authority or emergency service.
 (a) this record shall be available for inspection by a Police Officer or an authorised officer of Reading Borough Council upon request and shall be retained for one year.
 (b) a weekly review of the incident register shall also be carried out by the DPS.” **No incident book could be produced, please rectify this.**
- Condition 4 on page 7 of your licence states “Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:
 - i. The premises age verification policy
 - ii. The law relating to underage sales
 - iii. Dealing with refusal of sales
 - iv. Proxy purchasing
 - v. Recognising valid identity documents produced as proof of age
 - vi. Identifying attempts by intoxicated persons to purchase alcohol
 - vii. Identifying signs of intoxication
 - viii. Conflict management

ix. How to identify and safeguard vulnerable persons who attend and leave the premises

x. Identifying signs of drug usage

xi. Child Sexual Exploitation

xii. The four licensing objectives

Such training sessions are to be documented and refreshed every six months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request.” **Upon request no training documents were available, please rectify this.**

- Condition 7 on page 8 states “All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:
 - Details of the time and date the refusal was made;
 - The identity of the staff member refusing the sale;
 - Any detail or description of the person refused and the reason why.This book /register will be available for inspection by an officer of Thames Valley Police or Reading Borough Council and shall be kept for a minimum of one year.” **There was a refusals log in place but where entries had been made it did not always include the identity of the staff member refusing the sale, please rectify this.**
- Condition 10 on page 8 states “Clearly legible and suitable notices shall be prominently displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.” **No such notices were on display, please rectify this.**

Whilst we consider what, if any, further action to take in respect of the findings detailed in this letter, please rectify all of the above within 28 days. Once you believe all of the above has been rectified, please contact Ben Williams so that we can arrange a re-inspection.

If you have any questions please contact me on the email above.

Yours faithfully



Ben Williams
Licensing & Enforcement Officer